



119-016/1

November 27, 1979

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[redacted]  
Chief, Information Services Staff  
Directorate of Administration  
Central Intelligence Agency  
Washington, D. C. 20505

Dear Tom:

Thank you for your letter of November 1, 1979. Your suggestion of an interdepartmental working group to consider common problems arising out of the Systematic Review requirements of Executive Order 12065 seems well worth studying. The letter itself mentions sufficient and possible areas of interest to such a group to merit the effort. The Department of State will be happy to participate. Its representative will be Grover W. Penberthy, Director, Office of Systematic Review. I have asked Mr. Penberthy to get in contact with Mr.

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[redacted] concerning the matter.

Sincerely,

*[Signature]*  
Clayton E. McManaway  
Deputy Assistant Secretary  
Classification/Declassification  
Center  
Bureau of Administration

Mr. Clayton E. McManaway, Jr.  
Deputy Assistant Secretary for Classification/  
Declassification  
Bureau of Administration  
Room 2811, New State Building  
The Department of State  
Washington, D.C. 20520

Dear Clay:

Our classification review officers have suggested that it would be very helpful to have a joint working group composed of representatives from State, DOD, the military services, and CIA to coordinate the handling of common problems arising from the systematic review requirements of Executive Order 12065. This group could be augmented, as required, by representatives from other agencies. The group would develop procedures for the classification review of permanent records 20 years of age or older of mutual interest and serve as a forum for the exchange of ideas in declassification problems. Members of the group could also serve as focal points for referrals of permanent documents requiring systematic review by another member agency.

The first task envisaged for the group concerns the review of materials produced by the various interdepartmental committees or sub-committees established under the United States Intelligence Board or its predecessor, the Intelligence Advisory Committee. Among these were the National Intelligence Survey report series, and reports prepared by the Economic Intelligence Committee, and others. Once the problem of systematic review of interdepartmental reporting is resolved the group may concern itself with other systematic declassification problems where there is a mutuality of interests.

Should you consider the suggestion to have merit, the appointment of a representative or representatives to the working group would be appreciated. Such representatives may contact [redacted] Chief, Intelligence Branch, Classification Review Division, on [redacted] to arrange for an initial organizational meeting of agency representatives. We would very much appreciate your early response to this proposal.

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